

APPROVED September 24, 2008

The meeting was called to order at 7:00 PM by Chairman Charles Kimball. Present were Brett Hunter, Richard Violette, Charles Kimball, Michael Nygren, Pat Martel, Andy Kohlhofer and Doug McElroy. Planning Board members present were ZBA Chairman Doug Andrew, Chair Planning Board Roger Barham, Conservation Commission Chairman and Planning Board member Jack Karcz, Meredith Bolduc Administrative Assistance for the Planning Board/Land Use office, Town Administrator Heidi Carlson and recording secretary Jeanne Nygren.

Committee Chairman Charles Kimball introduced Richard Violette. Mr. Violette has been resident in Fremont for 3 1/2 years. He read that the position was available and he decided to apply for it. Kohlhofer asked him why he wanted to be on the Budget Committee? Violette said he is trying to be a good citizen and wants to participate in Town activities. Information Technology is his field of expertise and he wanted to contribute to the budget process. A motion was made by Kimball to have Violette appointed to the Budget Committee. This was seconded by Kohlhofer and all Budget Committee members were in favor. The vote was unanimous 7-0. Carlson will do his appointment form and have him go to the Town Clerk tomorrow to be sworn in. Violette needs to register to vote before he can be appointed.

Kimball then read tonight's agenda which starts with the Planning and Zoning Boards. The board members introduced themselves to the Budget Committee, and all the Budget Committee members introduced to the Land Use representatives, and also for the new Budget Committee member

4191-PLANNING BOARD AND ZONING/LAND USE

Barnham started to go over the Planning Board summary comparing the 2008 budget to the 2009 budget and the dollar changes.

001-Clerical \$32,935.00- the increase in this line reflects cost of living and merit for a total proposing increase of 4 percent.

002-Office supplies \$1,150.00-no change in this line item

003-Postage expense \$2000.00-this line has a reduction of \$1500.00. This expense is dictated by the number of applications that come in. The applications are down with the market being down, so therefore less is being spent on postage.

004-Professional Services \$5,000.00-no changes in this line item. Kohlhofer asked in seeing that the full amount has never been spent, why request the \$5000.00 again? Bolduc said this is spent for other than Rockingham Planning which we are contracted for. If something else comes up, such as impact fees, this will allow the money in the budget to get these services. If this is not in the budget they can't get the contract. Nygren said that in 2006 this was never spent. Bolduc explained why, that we are on the outer edge of Community Technical Assistance Program (CTAP) for the I-93 project and we have received money from that which has gone toward the Master Plan chapters. In years past this has come out of the Professional Service line. We are also the outer most area of the Seacoast planning. Bolduc said anything not used will get put back into the General Fund. Kohlhofer asked how much did CTAP give them? Bolduc thought we are allowed \$15,000.00. Kohlhofer wanted to know how much is used for professional

services? Bolduc said this was because we got the money from CTAP and didn't have to use this line item money. Kohlhofer said it is difficult to see what has been spent and what the needs are. Bolduc said this varies on how many chapters of Master Plan need to be redone. Carlson states the CTAP grant is unlike the majority of grants is not paid to the Town. It is a direct fee that the Planning Board authorizes certain things and they pay the bill. It does not come through the town for payment the revenue did not come through the town and you wouldn't see the revenue. Barham said that he will include in next year

budget presentation all the grant funding that they get. Bolduc said what we try to do is be reasonable, take out what they didn't need and take out to reflect the last couple of years, which has not been the norm. They have taken a lot out, and eventually they may have to come back and ask for it again if things pick up. Nygren asked how much revenues are down? Carlson thought the numbers on her spreadsheet are updated, probably \$18,000.00 budgeted and only about \$5000.00 received.

Karcz said what is happening is since construction is down they are spending a lot of time on Master Plan updates and planning. If the CTAP money doesn't come through and money coming in stays down and they still continue on Master Plan and they need assistance that they may have to tap that line item.

005-Advertising Expenses-\$2500.00-down relative to the applications.

007-Recording Fees \$150.00-there is no change in this line item.

008-Office equipment \$100.00-this is a new line item to fund office printers warranties. The small printer is 4 years old and the large printer was a replacement is 3 years old. Nygren asked if warranty is full replacement. Bolduc said yes on the larger one.

010-Mileage & Expense Reimbursement-\$500.00. This reflects a \$200.00 increase to cover increase in mileage. The Towns rate is \$.48 reimbursements per mile. There are more members that are now going to meetings and now put in for mileage reimbursement with the cost of gas.

020-Matching Grants \$3,000.00-no change in this line. When Targeted Block Grants are awarded the money must be appropriated in order qualify to apply for this grant. This money is spent for capital improvement and Master Plan upgrades and can be only spent on these items. McElroy asked if they have ever exceeded the matching grants? Bolduc said it was \$2250.00 that was approved last year.

Kohlhofer asked if we over estimate revenues, what does that do to the bottom line as far as the tax rate and as far as spending and where do we make up the extra? Carlson said as long as these are updated in September when she actually sets the tax rate it doesn't affect that. Carlson thought the tax rate should come in about 6 weeks.

035-Training & Conferences-\$750.00. This is a \$250.00 reduction.

109-Printing \$600.00 no change to this line item.

500-Circuit Rider Planner-\$12,475.00 which is up 25% due to a change in cycle. The actual billing in the contract has changed. Their contract usually runs from April to April but this year it will go from April 1 to June 30, which is 15 months and not 12 months. We pay for services up

front 6 months in advance. This will go back the next year to a 12 month (\$9900 or whatever rate is). We are paying up front for an extra 3 months, one time only.

Kimball asked if there were any questions for the Planning and Zoning Boards. The Budget Committee didn't have any questions to ask the Planning Board and thanked the members for presenting their budget. Barham and Andrews left the meeting at 7:40 PM.

At 7:42 PM Jack Karcz started to go over the Conservation Commission with the Budget Committee.

4610-CONSERVATION COMMISSION

Kohlhofer asked how many hours a week is this position? Bolduc said there is no clerical in the conservation budget and that it was taken out a few years ago. Kohlhofer asked how many hours a week it was and was it a full time job? Bolduc said it is combined with for Planning and Zoning.

001 Photographs-\$20.00-this line is for pictures that have been taken in Glen Oaks.

002 Postage-100.00-money that Open Space Committee might request funds for a flyer.

004-Office supplies-\$150.00 increase of \$50.00 for incidental ink cartridges, envelopes, paper.

005-Document purchases \$100.00-for handbooks, RSA updates and booklet on easements.

006-Meeting & seminars-\$1000.00 for members to attend workshops.

008-Membership dues \$275.00 standard dues to associations.

010-Conservation improvement \$1.00-Kohlhofer asked what this is for and does that \$1.00 just keep it open? Kohlhofer asked is this to purchase land? Karcz said it might but they haven't gone down that road.

020-Exeter River Local Advisory Committee\$150.00-participation in ERLAC.

050-Conservation Fund-\$1.00. For Glen Oaks purchase for the Town Forest. This line is open in case it comes up again for spending. This account has to be open. Kohlhofer asked how long is the million dollars voted in was good for and if we voted it out? Nygren said they have never borrowed and put into a fund and there are parameters that it may expire after so many years. He thinks 5 years is the longest you can keep it open, and if it wasn't designated when it was passed, that you have to reapply each year. Kohlhofer said they may need to check into this so money could be spent that we don't have.

050-Conservation Projects \$1500.00-this came about as a couple of years ago they applied for a couple of grants and had to put the money up beforehand before you could get the money back. Conservation came in and asked for the money, and had it put into the budget for that purpose and it bumped up their budget, and now they don't anticipate applying and they are okay. When some of the grants that do come in, they expect you to spend the money and then you submit the bill. Kohlhofer asked if they get a portion of the impact fees? It was found that they only get a

portion of the current use, and the impact fees go to the School District. Kohlhofer asked if we don't anticipate a lot of people taking their land out of current use, and where does this show up as revenue?

Karcz said the Current Use Fund is completely separate from this fund. Kimball said it doesn't show up in here. Carlson said this is kept altogether separate. Karcz to use money from the Current Use

Fund you have to look and read what the Town passed as to what is legal and not legal to spend the money. You can use that money to help in the purchase of land, such as appraisals. Kohlhofer asked what happens if this money is not used? Bolduc said it goes back into the budget.

Karcz summarized the bottom line decrease of \$1373.00 from 2008 budget. There were no questions from the Budget Committee. Bolduc and Karcz were thanked by the Budget Committee and left the meeting at 7:55 PM.

At 7:55 PM a motion by Kohlhofer for a 5 minutes recess, seconded by Nygren.

At 8:00 PM the meeting was called back to order by Chairman Kimball. Thom Roy, the Building Inspector was presented and started to go through his budget.

4240-BUILDING INSPECTION

4240-Building Inspection-total budget calculated to \$53,220.00 The Selectmen's recommendation was \$51,267.00

001-Building Inspection-\$44,690.00 wages were proposed at 40 hours per week. This wage allowed for 3% cost of living increase and one step performance evaluation. Selectmen's recommendation is based on new wage study.

002-Heating Inspection \$1000.00 for inspections of new homes. The Selectmen recommended 0 on this line as this is now being done by the Fire Chief as part of his salary.

004-Driveway Inspections-requested \$1000.00 and the Selectmen recommended \$500.00 due to reductions in home building. This is where it is budgeted and there hasn't been a recommendation to place this into Highway Budget. This is down because construction is not happening with the economy. Roy said because building permits are down and also revenues, he hasn't been able to cover the Department's expenses.

005-Safety Inspections-\$500.00-payment to fire officers for daycare, foster home inspections as needed or a licensed official to do inspections. (such as commercial electrical).

006-Office Supplies-\$1000.00 for printer, cartridges, ink, paper etc.

007-International Code Council (ICC)/National Fire Protection Association (NFPA) Forms/membership-\$600.00 membership to organizations involved in building inspections.

020-Building Inspector's Reimbursement/mileage-\$2930.00-this line has been recalculated from last year to the current mileage rate of .48 per mile. Nygren asked if he is still doing the driving even though it has not been busy. Roy goes to a different section of Town and will do 3 or 4 inspections in one area.

027-Equipment and books-\$750.00 covers new editions of code books that change on a regular basis.

035-Training/conferences-\$750.00-for Building Inspector's workshops and training conferences. He attends sessions on a regular basis on the changes to codes and updates.

Nygren asked how long Roy has been Inspector? Roy answered three years. Carlson wanted to follow up in that with the economy being lower, there is still a lot of space in time for Roy that he has taken over some projects that Carlson would normally do. For example the building's improvements in the basement in helping to gather the necessary information needed. Also when the building got hit by lightening a few weeks ago, he did all the computer coordination and helped fix problems that arose from that situation to get the Town back up online and computers running. He does things for the Town while he is here. There has been an extension of some tasks that Roy has taken over to help and Carlson gives these projects she is involved with to Roy, which aren't necessarily his job to do and this helps to fill in his day and get additional tasks accomplished. Roy was thanked by the Budget Committee and left the meeting at 8:25 PM.

The Committee reviewed the minutes of the September 3, 2008 meeting and a correction that Kohlhofer found on page 5 was corrected. A motion by McElroy to approve these minutes, seconded by Nygren. The minutes were unanimously approved.

Nygren had a sheet with questions that he wanted information from the Police Department for Carlson to get the answers to. These questions included hours each officer works full and part-time, broken down into scheduling of straight time, scheduled overtime, reason for overtime worked, training hours, the reason for training, vacation days used and the holidays and number of holidays worked. On the \$18,000.00 over in training, don't you have to explain the protocol and have to come into the Selectmen to spend this money, and this isn't happening? Carlson thought he budgeted normal for patrol, and then charged training to make a point on what it costs to send someone to the Academy. Carlson will give him

this memo on this information requested. Hunter had to leave the meeting at 8:15 PM because of an emergency call.

The Committee reviewed the minutes of the August 13, 2008 meeting and a motion to approve these minutes was made by McElroy and seconded by Nygren. The minutes were unanimously approved.

Nygren wanted as Gates said in a previous meeting, to have the rationale as to how the Selectmen got to the numbers they recommended. He said in the past the Selectmen's budget always gets approved over the Budget Committee's recommendation.

Carlson spoke regarding the wage study. She said job descriptions had a lot to do with the final evaluations. The Selectmen are trying to put people into the right position. This study is laid out differently, and this is how LGC had to lay out this presentation to make it work. If cost of living is stopped, then they need to adopt a new plan and procedure on how they do things. The

Selectmen took the data given, and everyone was put in a grade and they tried to move employees across the schedule to put people at a little more than they are making now.

Carlson passed out information for the Budget Committee for next week's agenda. This included the MRI contract, Health Budget, Patriotic Purposes and Fire Department in draft. The Selectmen have met with the Interim Fire Department Chief Rick Butler twice. By next week the only page that is missing will be given to the Budget Committee with the Selectmen's recommendation. Butler will also be here next week to present his budget to the Committee and answer questions. Parks and Recreation Department will be here next week at 8:00 PM. Carlson asked do they know who the School Board representative is going to be in order to mail out. This was left unanswered at this time.

A motion was made to adjourn the meeting by Martel, seconded by Kohlhofer. The meeting adjourned at 9:05 PM.

Respectfully submitted,

Jeanne Nygren
Recording Secretary